

City of Flagstaff Residential Submittal

Checklist (Updated September 26, 2005.)

The following information will be completed by the CD Specialist (Plan Tech) and the applicant. Minor items may be corrected on all submittal copies by the applicant. Major omissions or errors must be redrawn and resubmitted by the applicant.

Application:

- _____ Physical Address of project (information entered on Application and shown on Site Plan)
- _____ Lot # (for subdivisions only, shown on Site Plan)
- _____ Subdivision Name
- _____ Phase/unit # within subdivision when applicable
- _____ Size of garage, number of vehicle parking (1, 2, 3 or more cars)
- _____ Accurate scope of work (i.e., bedroom and bath addition, second floor)
- _____ Complete square footages (i.e., livable = 1,850 sf; garage 420 sf; covered decks 180 sf)
- _____ Impervious Surface area [must include all drives, walks, patios, decks, roof area for new Constr.]
- _____ Completed grading questionnaire that coincides with site plan (cut & fill)
- _____ Is project site adjacent to a flood plain [Yes or No], (ref to GIS overlay)

Site Plan: (3) copies of the site plan are required for a standard submittal

- _____ Accurate site plan to engineers scale (1:10, or 1:20, **may not be architectural scale**)
- _____ Lot line dimensions (must agree with parcel information from Coconino County books)
- _____ North Arrow (may be added by applicant – minor item)
- _____ Setbacks drawn on Site Plan, additional information are building envelopes from Plat
- _____ Contour lines (2' interval) shown and labeled using elevation above sea level (i.e., 6928')
- _____ Building footprint clearly defined/dimensioned (all structures)
- _____ Exact dimensions from proposed structure(s) to adjacent property lines (min. of two sides)
- _____ All existing structures on property with dimensions to adjacent property lines (even if not involved with proposed project)
- _____ Any decks; exterior stairs; or cantilevered structural elements to be shown
- _____ Finished Floor Elevation (main level) and garage finished floor elevation above sea level.
- _____ Easements shown (PUE, drainage, utility, slope and resource, etc.; ref to Plat)
- _____ Finished curb height or road elevation (information from engineering as-built or registered land survey)
- _____ Sewer Tap location for property (on as-builts, if not available – indicate on plan)
- _____ Water Tap location for property “

Construction Drawings:

- _____ 2 sets of construction drawings w/ square footages (should match areas on application).
- _____ Sheet numbers (i.e., sheet 2 of 10, 3 of 10, etc.)
- _____ All details or plans will be to scale, no “NS or not to scale drawings”
- _____ All rooms labeled per intended use (i.e., bedroom, bath, living room, den, etc.)
- _____ Locate water heater and FAU or other heat source, general notes not accepted, draw footprint of equipment at the intended location (i.e., garage, attic, crawl space).
- _____ Existing and finished grade shown on all elevation views
- _____ 2 sets roof truss manufacturer layout & 2 sets of calculation sheets from manufacture.
- _____ 2 sets floor manufacturer layout & 2 sets of calculation sheets from manufacturer.
- _____ 2 sets of engineering calculations (when required for heavy loads, retaining, special connectors, etc.)

Remodels & Additions

- _____ Existing floor plan w/ all rooms labeled (not required for fire damage repairs with no changes)
- _____ New floor plan separate from existing with all construction drawing items (see requirements above)
- _____ Clearly marked off-street parking spaces on site plan (required for garage enclosures, duplexes, etc.)